



# STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

October 19, 2007 Sacramento, California

	Member	Department	Representing	Present	Absent	Term Exp
1.	Boomgaarden, Marc	Yuba City FD	League of California Cities	X		12/31/08
2.	Childress, Dennis	Orange County FA	SoCal Training Officers	X		12/31/08
3.	Coffman, Dan	CSU Los Angeles	CA Fire Tech Directors	X		12/31/07
4.	Coleman, Ronny		Chair	X		---
5.	Jennings, Mary	CFFJAC	CFFJAC	X		12/31/08
6.	Olson, Kevin	CAL FIRE	CDF	X		12/31/07
7.	Martin, Bruce	Fremont FD	CFCA	X		12/31/08
8.	Rayon, Howard	Santee	CSFA	X		12/31/07
9.	Romer, Mark	Roseville FD	NorCal Training Officers	X		12/31/07
10.	Rooney, Hal	Santa Clara County FD	FDAC		X	12/31/07
11.	Gallinatti, Tom	Oakland FD	Metro Chiefs	X		12/31/08
12.	Senior, David	Allan Hancock College	CA Fire Tech Directors	X		12/31/08
13.	Thomas, Rich	Newport Beach FD	CPF	X		12/31/08
14.	Wagner, Ken	Roseville FD	CFCA and Vice-chair	X		12/31/07
15.	Zagaris, Kim	OES Fire & Rescue	OES Fire & Rescue	X		12/31/07
	Alternate	Department	Representing	Present	Absent	Term
1.	Amaral, Brad		NorCal Training Officers		X	12/31/07
2.	Hurley, Charley	OES Fire & Rescue	OES Fire & Rescue	X		12/31/07
3.	Jennings, Mike	Murrieta FD	SoCal Training Officers		X	12/31/08
4.	Myers, Ron	North Co. Fire Authority	League of California Cities		X	12/31/08
	Staff	Department	Position			
1.	Hamilton, Alicia	OSFM - State Fire Training	Training Specialist	X		
2.	Owen, Christy	OSFM - State Fire Training	Staff Services Manager	X		
3.	Pineau, Susan	OSFM - State Fire Training	Management Services Technician	X		
4.	Richwine, Mike	OSFM - State Fire Training	Chief	X		
5.	Rodriguez, Ramiro	OSFM - State Fire Training	Deputy State Fire Marshal	X		
6.	Slaughter, Rodney	OSFM - State Fire Training	Deputy State Fire Marshal	X		
	Guests	Department	Representing			
1.	Joe Gear	OES				
2.	Tom Drayer	OES				
3.	Robert Falb	Antelope Valley College				
4.	Dean Grundy	Roseville FD				
5.	Kent Freeman	Roseville FD				
6.	David Guhl	Los Medanos College				
7.	John Sola	Modesto Junior College				

8.	Chris Gerking	Kings County Fire				
9.	Jeff Smith	Glenn County Fire				
10.	Mike Ridley	Absolute Safety Training				

## **I. Call to Order**

Meeting was called to order at 9:00 a.m. by Ken Wagner, Vice Chair. R. Coleman assumed chair from K. Wagner at 9:30 a.m.

## **II. Introductions and Welcome**

Chair welcomed members and guests. Self-introductions were made and a quorum was established.

## **III. Approval of Agenda**

C. Hurley moved to accept. D. Senior second.

**Action:**        *The motion carried unanimously*

## **IV. Approval of Minutes**

**Issue:**        **Approval of the July 20, 2007 minutes.**

**Discussion:**    None

**MOTION:**     Kim Zagaris *moved to approve. Mary Jennings second.*

**Action:**        *The motion carried unanimously*

## **V. Consent Calendar (Explanation of Concept)**

**Issue:**        **No items requested**

**Discussion:**    None

**MOTION:**     None

**Action:**        *None*

## **VI. Old Business**

### **1. Accredited Regional Training Programs and Local Academies**

**Issue:**        **City College of San Francisco (CCSF) - Update**

**Discussion:**    R. Slaughter noted that all required conditions for accreditation had been met and he made recommendation for full accreditation.

**MOTION:**     *D. Senior moved to accept CCSF as an accredited training program. K. Zagaris seconded the motion.*

**Action:**        *Motion carried unanimously.*

## **2. Recommendation for Confined Space Rescue Technician Training Program**

**Issue:** Approval of the training program

**Discussion:** R. Slaughter indicated that this course must be taught by a senior instructor; the policy and procedures manual indicates this. Kent Freeman is the work group lead. He is the person to ask questions regarding the curriculum. Kent stated that the Task list is very clear and that there is a time line when the class must be completed. There is a prop list that is also specific. R. Slaughter stated that senior instructors are ready to retire and it is important that there are enough instructors. Since there is no longer train the trainer, there is a system now where the primary instructors can be mentored through the system.

**MOTION:** *M. Jennings made a motion to approve this class and the policies and procedures manual. B. Martin seconded the motion.*

**Action:** *Motion was carried.*

## **3. Fire Control 3 Update**

**Issue:** Update

**Discussion:** K. Vollenweider provided the committee with an update regarding the Fire Control 3 Work Group's progress. The Work Group's proposed schedule is as follows:

- Completions of draft re-write by the first week of November.
- Distribution of draft to current FC-3 senior and primary instructors and other stakeholders for review and written comment immediately upon completion of draft.
- Written comments due back by Friday, December 7, 2007.
- Work Group meeting to review written comments December 18<sup>th</sup> and 19<sup>th</sup> – suggested improvements to be considered and incorporated, as appropriate, into final draft format.
- Final draft submitted to STEAC prior to the January meeting.
- Review and consideration of final draft by STEAC to take place on January 25, 2008.

C. Gerking provided the committee with background information and outlined the direction that the group was taking for the re-write. The course will be split into two components – Fire Control 3A: guidelines for acquired structures, and Fire Control 3B: guidelines for burn towers and other props. There are also changes to the responsibilities of the instructors, with the senior acting as more of a consultant or administrator to ensure that standards and safety are maintained, and the primary being responsible for putting the class together and acquiring the structure.

**MOTION:** *None*

**Action:** *Information Only*

#### **4. FAQ's for On-Line Training Classes**

**Issue:** **Many questions regarding the on-line classes**

**Discussion:** R. Slaughter reported that State Fire Training (SFT) has been receiving many calls from instructors regarding the on-line classes. D. Senior has composed a list of frequently asked questions and answers (FAQ's). M. Richwine stated that he views this as a living document, and it will be posted on the SFT website. As additional questions are received that are not addressed in the FAQ's, we will incorporate them into the posted list as needed.

**MOTION:** *None*

**Action:** *Information Only*

#### **5. Report on Hybrid Course Beta Test**

**Issue:** **Update**

**Discussion:** D. Coffman reported that Fire Command 1A & 1B classes start on Monday, October 22nd. He encouraged committee members to log in to review the courses. Two eight week classes are planned for the spring of 2008. The plan in the spring is that there will be two eight week courses. At the end of each course, the students will do an evaluation of the class and the instructor will do the same. M. Jennings stated that we must look at on-line course delivery on a more outcome basis. If we move to the process of having the culminating testing class, we become less concerned about how the students get the information. Students seek out the quality programs, and those that are not providing quality instructors will fall by the way.

**MOTION:** *None*

**Action:** *Information Only*

#### **6. Level II Courses: Fire Management and Fire Command Curriculum**

**Issue:** **Updates**

**Discussion:** R. Coleman provided a status report regarding Level II courses. A beta test for teaching Level II Management courses using off the shelf course materials will be conducted. A CD was developed which contains all the handouts for the courses. R. Coleman is ensuring that the CD contains the complete list of handouts. The beta test will be conducted at Monterey Peninsula College in the spring. Management 2E has some stumbling blocks to be worked out before it can be delivered. A conference call will be scheduled with Kevin Brame to work out the problems. Beta test will have an instructor-developed exam and evaluation instruments. The students will then receive a pass/fail, which will be reported back to State Fire Training. D. Coffman gave his permission, for the beta test, to use the evaluation form that he developed for on-line delivery.

Command series will be updated next. A meeting is scheduled for November 8<sup>th</sup>. All Level II Command instructors are invited to participate. They will be reviewing off-the-shelf materials to develop same approach as was taken for the Management series. Timeframe for update is estimated at 6 months. R. Coleman requests that any suggested text books be submitted to him as soon as possible for consideration.

**MOTION:** *None*

**Action:** *Information Only*

## **VII. New Business**

### **1. NIMS Compliance**

**Issue:** **Impacts of the NIMS Training Mandates**

**Discussion:** K. Wagner presented the background on what they were experiencing, from his perspective, at the local level in relation to NIMS compliance. (An issue paper from the Roseville Fire Department was presented.) The requirement for preparedness is the delivery of SEMS training to employees citywide. Additionally, they are now looking at the next level, which is NIMS training, in order to be in compliance with DHS and FEMA requirements for adequate training. As they began to look into the training mandates, they discovered a challenge: there are requirements for fire service personnel in the certification system to obtain I300 and I400 training, and there are differences between NWCG and NIMS curriculum. Additionally, there are differences in the hours of training required as well as instructor requirements. As the system stands now, firefighters who attend training through DHS are receiving certificates that are not acceptable in the State Fire Marshal certification system. D. Grundy provided more detailed information to corroborate the issue raised by Chief Wagner. The major differences between NWCG and NIMS courses are the number of hours and the instructor requirements, specifically with I400.

M. Richwine reported that SFT requested M. Ridley to conduct an analysis of the difference between the courses. M. Ridley provided an account of his findings. His report, titled Incident Command System Standardization Project, was provided to committee members.

STEAC recognizes the need to minimize the impacts of the NIMS training mandate while maintaining CICC standards by coordinating with the NIMS Integration Center and adopting the following recommendations:

1. Adopt the Incident Command Standardization Project dated 2007.
2. Accept NIMS I300 and I400 courses meeting the minimum hour and course objectives listed in the aforementioned standardization project as equivalent to CICC/SFT certification requirements.\*

3. Develop an ongoing policy in concert with FIREScope to recognize NIMS approved ICS courses.

\*Number of hours in the course must be listed on the certificate to be accepted.

**MOTION:** *D. Coffman moved to accept draft policy language in principle at this meeting with the agreement to review for adoption at the next STEAC meeting in January 2008. D. Childress seconded the motion.*

**Action:** *Motion was carried unanimously.*

## **2. High-Rise Operations (FSTEP) for NORCAL/SOCAL**

**Issue:** **Review as a potential course**

**Discussion:** M. Richwine: a request came from Capt. Dan Talbot, Riverside Unit, as a result of some issues in dealing with Mid-Rise and High-Rise fires. He developed a training course that was delivered to over 350 fire fighters in Riverside and San Diego County. He is requesting that this course be reviewed as a potential FSTEP course. This course addresses many manipulative skills that are required for mid-rise and high-rise command operations. Capt. Dan Talbot believes that the skills are not being met in Fire Command 2C. The course outline was included in the package.

**MOTION:** *K. Wagner moved to direct proposal to Northern and Southern Training Officer's so that they can review, prepare recommendations and present at the next meeting. M. Romer seconded the motion.*

**Action:** *Motion was carried unanimously.*

## **3. NFA Command and General Staff Train-the-Trainer**

**Issue:** **Candidate Selection for Train - the - Trainer**

**Discussion:** CICC review committee should be the designated committee to review the applications and provide a list of three names to Kate Dargan, recommending instructors to attend the Train-the-Trainer. The appointed person would be required to report back to STEAC after the class was completed. There will be additional considerations to define the expectations of the candidate upon class completion.

**MOTION:** *C. Hurley moved to have SFT make the selection of a candidate due to the short timeframe. The amendment was seconded by D. Senior.*

**Action:** *Motion was carried unanimously.*

## **4. Assembly Bill 941, EMT Certification Program**

**Issue:** **Update**

**Discussion:** C. Owen: when we originally put the items on the agenda, we were unsure of the outcome of Assembly Bill 941. Last Sunday, the Governor vetoed AB941; therefore, the effects that were anticipated are no longer an issue. We do anticipate, however, that there will be a similar bill proposed. This particular bill would have had a substantial effect on SFT's EMT Program because it was potentially going to limit our ability to certify EMT's to

those who lived in Sacramento County, worked in Sacramento County but did not work for an agency that certified their own staff, or CAL FIRE employees.

**MOTION:** *K. Zagaris moved to monitor any upcoming legislation that would impact SFT's EMT certification program, which includes a presentation by staff at the next meeting to provide the members with a Statement of Impact which details the make up of the program, the revenue it generates, etc. Seconded by M. Boomgaarden.*

**Action:** *Motion was carried unanimously.*

## **5. Respiratory Protection Plan and Fit Testing per OSHA, Title 8 CCR**

**Issue:** **Recommendations**

**Discussion:** C. Hurley recommended that OSHA make the interpretation regarding the students in a training environment and how that falls within their regulations. M. Boomgaarden recommends that it is an issue to be reviewed thoroughly by the Fire Tech Directors and their Stakeholders. M. Jennings: it is CFF JAC's intent to foster the same safety environment for students as exists for fire personnel. She wants it to go on record that CFF JAC is concerned about the safety of students to the same degree as fire service personnel.

**MOTION:** *Motion was made by M. Jennings for STEAC to go on record for the principal statement that the students who are performing the same skills as fire service personnel is afforded the same safety standards. The motion was seconded by R. Thomas.*

**Action:** *Motion was carried unanimously.*

## **6. California Air Resources Board (CARB) Alternate Fuel Training Program**

**Issue:** **Funding for an alternate fuel vehicle program**

**Discussion:** R. Slaughter provided a brief update on the California Air Resources Board grant project for alternative fuels.

**MOTION:** *None*

**Action:** *Information only*

## **7. Considerations for Hybrid Course Completion Certificates**

**Issue:** **Information**

**Discussion:** D. Childress, representing the Training Officers, was approached by a couple of training officer organizations and asked if SFT could consider placing a symbol or letter on the course completion certificates for the hybrid courses only. D. Coffman disagrees with this concept because it gives the implication that on-line delivery classes are not as good as traditional classroom delivery.

**MOTION:** *None*

**Action:** *Discussion only*



## **8. Antelope Valley Community College**

**Issue:**           **Accreditation**

**Discussion:** R. Slaughter: site committee recommends conditional approval until instances of noncompliance are fully addressed. Robert Falb made a presentation regarding the college, including documentation to address all conditions identified in the site inspection.

**MOTION:**    *K. Wagner moved to accept Antelope Valley Community College as an accredited training program. B. Martin seconded the motion.*

**Action:**       *Motion was carried unanimously.*

## **9. Los Medanos College**

**Issue:**           **Re-accreditation**

**Discussion:** Based on site inspection, the site committee recommends approval without condition.

**MOTION:**    *K. Wagner moved to grant accreditation. B. Martin seconded the motion.*

**Action:**       *Motion was carried unanimously.*

## **10. Fremont Fire**

**Issue:**           **Re-accreditation**

**Discussion:** R. Slaughter stated that Fremont Fire submitted their application about a year ago. Site accreditation team recommends reaccreditation.

**MOTION:**    *Approve reaccreditation as an Accredited Local Academy, moved by R. Thomas. Motion was seconded by K. Zagaris.*

**Action:**       *Motion was carried unanimously.*

## **11. Reminder of Fee Increase**

**Issue:**           **Increase of fee**

**Discussion:** C. Owen reminded the committee that our fee increase will go into effect January 1, 2008. The information is posted on our website under STEAC.

**MOTION:**    *None*

**Action:**       *Information only*

## **12. Staff Introduction**

**Discussion:** Thomas Gallinatti, Battalion Chief for the City of Oakland Fire Department was introduced.  
Kevin Olson was also introduced.

## **VIII. Announcements**

Congratulations to Mr. Kim Zagaris for being selected as the Fire Chief of the year at the Fire Chiefs' conference.

R. Coleman distributed documents that pertained to the Alaskan Fire Standards Council. This is how they are administering the certification system. This resolution supports the funding for the Alaska Fire Standards Council. This is similar to what we are



attempting to accomplish with the Blueprint 2020. The insurance agencies are sponsoring the legislation.

M. Richwine: ICC via the California Fire Chiefs Association is administering two 6-hour transition courses for the California Fire Code and California Building Code. The classes will be offered throughout the state. The Fire Marshal CTS Work Group has begun to meet to work through the process of updating the Fire Marshal certification track. Bill Vandevort is being utilized to take the Fire Officer CTS to the next step of developing course objectives and outlines. Anyone interested in assisting with the development of the new Fire Prevention course geared towards Engine Company staff should be encouraged to contact State Fire Training.

#### **IX. Items not on the Agenda**

Chief Officer CTS document – no comments received. Approval of the document was not put on the agenda; therefore motion to approve cannot be made. Instead, an e-mail vote will be scheduled.

**MOTION:** *B. Martin moved to conduct vote via e-mail. Motion was seconded by D.Childress*

**Action:** *Motion was carried unanimously.*

#### **X. Roundtable**

D. Senior indicated that there were STEAC members whose term is set to expire at the end of this year. Please submit a letter from your organization to Ronny Coleman and Mike Richwine to request an extension.

C. Hurley is putting the final touches on a \$2,000,000 grant enhancing the water rescue capabilities, building 13 response vehicles and trailers and 5 equipment caches. Next month he will be representing OES Fire in Florida at the State Urban Search and Rescue Conference. He will be one of the key-note speakers there. He will then be in a simulated Terrorist attack exercise in Orange County. This will be a full-scale exercise which will take place on November 15 & 16.

R. Coleman has been working with the Ghana Fire Service. He is in the process of setting up a National Staff and Command school. Anyone with surplus PPE that can be donated is encouraged to contact R. Coleman

#### **XI. Future Meeting Date**

Office of the State Fire Marshal

Sacramento

1131 S Street

Sacramento, CA 95814

***Future STEAC meeting date: Friday, January 25, 2008***

#### **XII. Adjournment**

The meeting was adjourned by R. Coleman at 2:00 p.m.